



This job aid provides instructions for adding lease and receivable lease amendments. **Please read the document in its entirety. The number and order of system updates vary by type of amendment.**

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Overview

An amendment modifies the terms of an existing lease or receivable contract. In FPMT, the majority of data will be added via the Lease Review or Receivable Review wizard by a user with the accounting role. If the amendment includes a change in square footage, a user with the facilities role will also need to make an update to the associated space table.

- ✓ In the Lease Review wizard, a user with the accounting role will update existing tables with the new terms and/or add new tables (e.g., new payment series or an option) before adding the new amendment.
- ✓ **NOTE:** Amendments that involve a change in square footage require an additional update that cannot be completed in the Lease Review or Receivable Review wizard. A user with the facilities role will need to manually update the space table outside of a wizard. The order of these updates is important depending on whether the square footage is increasing or decreasing.

In addition to adding an amendment table in FPMT, the table below outlines the other system updates required for each type of amendment.

Required Updates by Amendment Type

Amendment Type	Lease Tables	Data Field/Action
Lease Extension	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Square Feet & Rent Change	Lease/Receivable Lease Contract Space(s) Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Lease Square Feet (update) Square Feet (update) Payment End Date (update) New Lease Payment (add)
Square Feet Change	Lease/Receivable Lease Contract Space(s)	Lease Square Feet (update) Square Feet (update)
Rent Rate Change	Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Payment End Date (update) New Lease Payment (add)
Add Option(s)	Lease/Receivable Lease Option (new)	New Lease Option (add)
Delete Option(s)	Lease/Receivable Lease Option (existing)	Lease Option Status (inactive)
Amend Legal Description	None	None
Revise Parking	Lease/Receivable Lease Contract	Parking Included in Lease (update) Parking Stall Count (update)
Ownership Change	Lease/Receivable Lease Contract If FPMT sends transactions to AFRS: Lease Contract Lease Payment (existing) Lease Payment (new)	Lessor Name (update) If FPMT sends transactions to AFRS: Vendor Number and Suffix (update) Payment End Date (update) New Lease Payment (add)
Other Change in Lease Term	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Asset Impairment	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)

When completing the data entry, the order of steps is determined by the type of amendment.

Amendments With No Change in Square Feet

Step	Action – Accounting User	Additional Information
1	Launch Lease Review or Receivable Review business process wizard	Use the search option to find your agency and select the Lease Review or Receivable Review business process wizard from the agency menu options.
2	Update existing data as needed	Edit lease/receivable contract and associated data as needed per the amendment type.
3	Add new amendment	Add new amendment table within wizard.
4	Review changes and exit business process wizard	Use the data review section to review your updates. ✓ Select save and close to exit the business process wizard.
5	Attach copy of amendment	After completing the wizard, attach a copy of the amendment in the amendment table.

Amendments With an Increase in Square Feet

Step	Action – Accounting User	Additional Information
1	Launch Lease Review or Receivable Review business process wizard	Use the search option to find your agency and select the Lease Review or Receivable Review business process wizard from the agency menu options.
2	Update existing data as needed	Edit lease/receivable contract and associated data as needed per the amendment type.
3	Add new amendment	Add new amendment table within wizard.
4	Review changes and exit business process wizard	Use the data review section to review your updates. ✓ Select save and close to exit the business process wizard.
5	Attach copy of amendment	After completing the wizard, attach a copy of the amendment in the amendment table.
Step	Action – Facilities User	Additional Information
6	Update space table	Manually update the space table with the new square footage.

Amendments With a Decrease in Square Feet

Step	Action – Facilities User	Additional Information
1	Update space table	Manually update the space table with the new square footage.
Step	Action – Accounting User	Additional Information
2	Launch Lease Review or Receivable Review business process wizard	Use the search option to find your agency and select the Lease Review or Receivable Review business process wizard from the agency menu options.
3	Update existing data as needed	Edit lease/receivable contract and associated data as needed per the amendment type.
4	Add new amendment	Add new amendment table within wizard.
5	Review changes and exit business process wizard	Use the data review section to review your updates. ✓ Select save and close to exit the business process wizard.
6	Attach copy of amendment	After completing the wizard, attach a copy of the amendment in the amendment table.

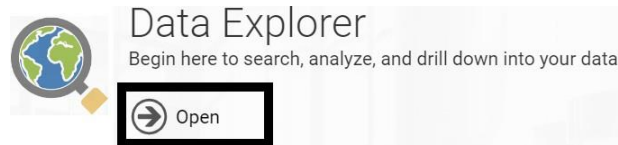
Enter Lease Amendment

Does the amendment involve a change in square footage? If no, skip to the [Lease Review](#) wizard section on the next page. If yes, is the square footage increasing or decreasing? If the square footage is increasing, skip to the [Lease Review](#) wizard on the next page. If the square footage is decreasing, first complete the space table update below.

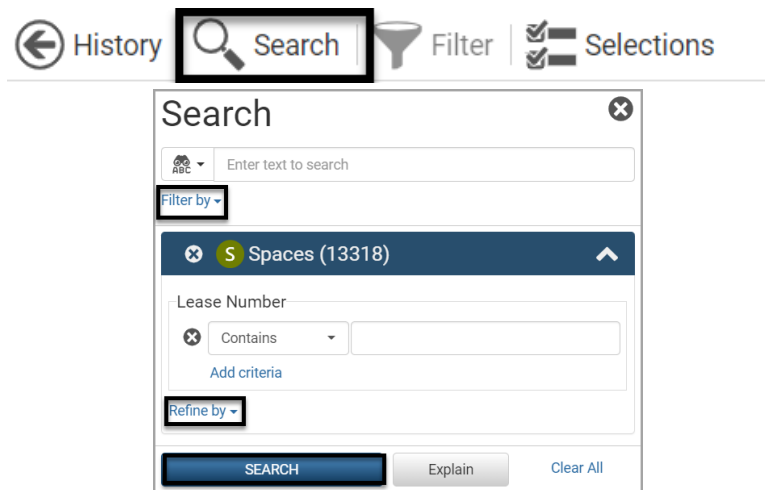
Update Space Table – Square Footage Decreasing

If the square footage is decreasing, manually update the Space table (must have facilities role). If the square footage is increasing, skip down to the Launch Lease Review Wizard.

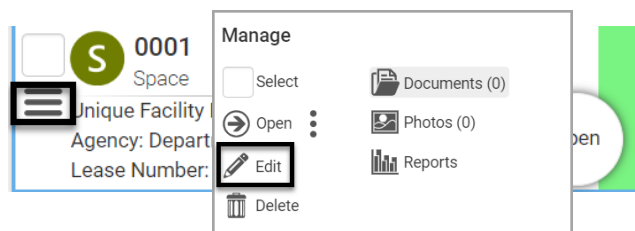
1. Select: Open.



- 1. Select:** Search.
- 2. Select:** Filter by.
- 3. Select:** Spaces.
- 4. Select:** Refine by.
- 5. Select:** Lease Number
- 6. Input:** Lease Number
- 7. Select:** Search.



- 8. Select:** Menu.
- 9. Select:** Edit.



- 10. Edit:** Square Feet.
- 11. Select:** Save And Close.

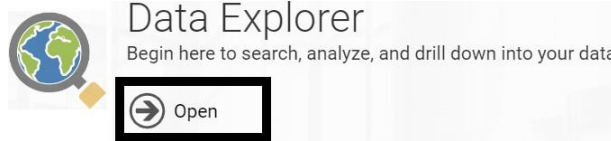
Square Feet ?

SAVE AND CLOSE Cancel

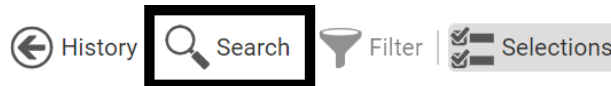
Launch Lease Review Wizard

The Lease Review wizard is accessed from the agency menu (must have accounting role).

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

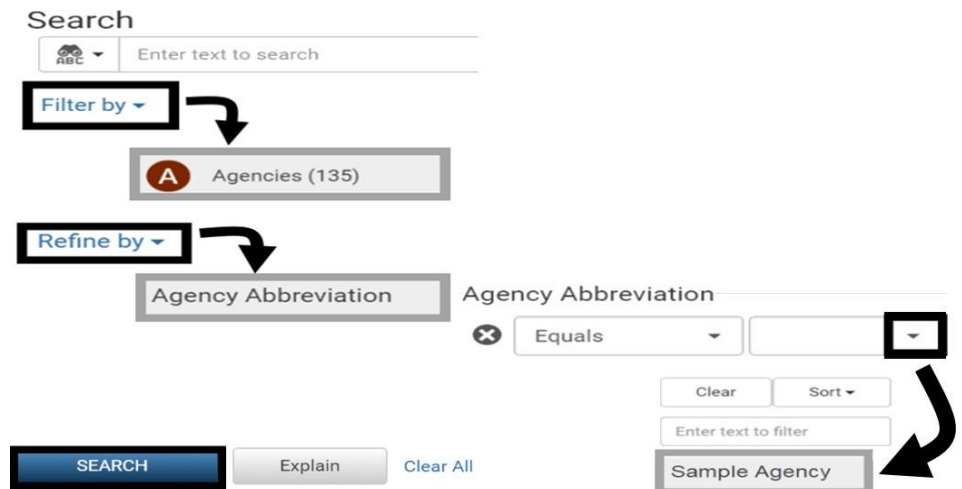
4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.

→ Select your agency from the list.

7. Select: Search.



8. Select: Menu.

9. Select: Lease review.

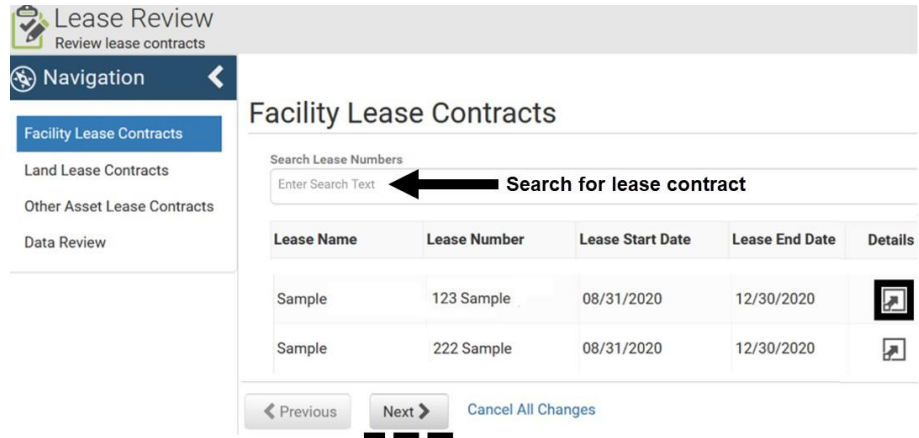


Update Lease Contract

FPMT will display a list of active lease contracts for the agency. Refer to the [required updates by type of amendment summary](#) for details on specific updates to make within the wizard.

1. Select: Details.

→ Use the search option to find a lease contract in the list.





Lease Review
Review lease contracts

Navigation

- Facility Lease Contracts**
- Land Lease Contracts
- Other Asset Lease Contracts
- Data Review

Facility Lease Contracts

Search Lease Numbers
Enter Search Text **Search for lease contract**

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	
Sample	222 Sample	08/31/2020	12/30/2020	

[< Previous](#) [Next >](#) [Cancel All Changes](#)

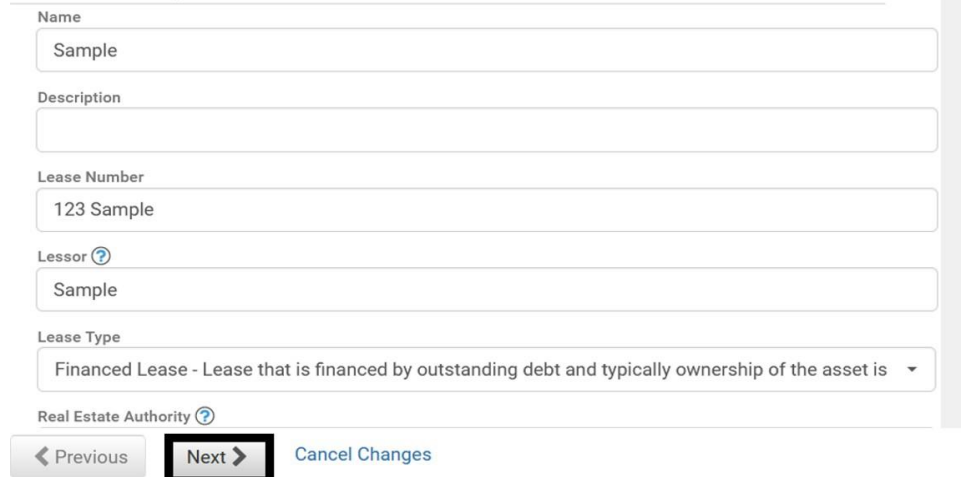
2. Edit: Facility lease contract details.

→ Use the scroll bar to review/edit additional data.

3. Select: Next.

→ FPMT will display an error message if there are data validation issues that you need to correct.


Edit Facility Lease Contract Details




Name
Sample

Description

Lease Number
123 Sample

Lessor 
Sample

Lease Type
Financed Lease - Lease that is financed by outstanding debt and typically ownership of the asset is ▾

Real Estate Authority 

[< Previous](#) [Next >](#) [Cancel Changes](#)

Update Existing Lease Payments

FPMT will display a list of active lease payments for the lease contract. If the amendment type requires an update to an existing payment, select the Details icon.

1. Select: Details.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options

Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Lease Payment](#)

[< Previous](#)

[Next >](#)

[Cancel Changes](#)

2. Review/Edit: Lease payment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Payment Details

Name

Sample

Description

Payment Series Number

123 Sample

Payment Frequency

Monthly

Payment Type

SAVE CHANGES

[Cancel Changes](#)

Add New Lease Payment(s)

If the amendment type involves a change in rent, you will also need to add a new payment series.

1. Select: Add new lease payment.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options

Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Lease Payment](#)

[< Previous](#)

[Next >](#)

[Cancel Changes](#)

2. Input: Name.

→ Use payment type - payment series number (payment type dash payment series number).

→ Description is optional.

Name

Description

3. Input: Payment series number.

→ Use sequential numbers for payment series (1, 2, 3, etc.).

4. Select: Payment frequency.

5. Select: Payment type.

6. Input: Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

7. Input: Index rate.

→ Use the index or rate in effect at lease commencement.

Index Rate 

8. Input: Payment start date.

9. Input: Payment end date.

Payment Start Date

Payment End Date

10. Select: Day payment initiated.

→ Use day payment initiated if transactions are being sent to AFRS.

11. Select: Hold payments.

12. Select: Deferred maintenance.

→ Comments are optional.

Day Payment Initiated 

Hold Payments

Deferred Maintenance

Comment

13. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

[Cancel Changes](#)



Update Existing Lease Options

FPMT will display a list of active lease options for the lease contract. If the amendment involves updating an existing option, follow the steps below.

1. Select: Details.

- Facility Lease Contracts
- Facility Lease Contract
- Facility Lease Payments
- Facility Lease Options**
- Facility Lease Amendments
- Land Lease Contracts
- Other Asset Lease Contracts
- Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Lease Option](#)

[< Previous](#)

[Next >](#)

[Cancel Changes](#)

2. Review/Edit: Lease option details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Option Details

Name

Sample

Description

Option Number

123 Sample

Option Type

Fixed

SAVE CHANGES



[Cancel Changes](#)

4. Select: Next.

→ FPMT will display an error message if there are data validation issues that you need to correct.

- Facility Lease Contracts
- Facility Lease Contract
- Facility Lease Payments
- Facility Lease Options**
- Facility Lease Amendments
- Land Lease Contracts
- Other Asset Lease Contracts
- Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Lease Option](#)

[< Previous](#)

[Next >](#)

[Cancel Changes](#)

Add New Lease Option

If the amendment involves adding a new option, follow the steps below.

- 1. Select:** Add new lease option.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options



Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		
Add New Lease Option			

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

- 2. Input:** Name.

→ Use option type - option number (option type dash option number).
→ Description is optional.

Name

Description

- 3. Input:** Option number.

→ Use option number in the order it appears in lease contract (1, 2, 3, etc.).

- 4. Select:** Option type.

- 5. Input:** Option description.

→ Option date is optional.

Option Number

Option Type

Option Description

Option Date

- 6. Select:** Reasonably certain option will be exercised.

→ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

→ Comments are optional.

Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

- 7. Select:** Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

[Cancel Changes](#)

Add Lease Amendment

All lease amendment types require an amendment table.

- 1. Select:** Add new lease amendment.

Facility Lease Contracts
Facility Lease Contract
Facility Lease Payments
Facility Lease Options
Facility Lease Amendments
Land Lease Contracts
Other Asset Lease Contracts
Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		
Add New Lease Amendment			

< Previous
Next >
SAVE CHANGES
Cancel Changes

- 2. Input:** Name.
→ Use the amendment type and amendment number for the name. (e.g., Lease Extension – 1)
→ Description is optional.

Name

Description

- 3. Input:** Amendment number.
→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
- 4. Select:** Amendment type.

Amendment Number

Amendment Type

- 5. Input:** Amendment description.
→ Provide brief description of what has changed in the lease.

Amendment Description

- 6. Input:** Amendment effective date.
- 7. Input:** Amendment execution date.
→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

- 8. Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

Cancel Changes

Data Review and Exit Business Process Wizard

FPMT will display leases for facilities, land and other assets, as applicable.

- ✓ You can expand each area to display specific lease contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

1. Select: Open.

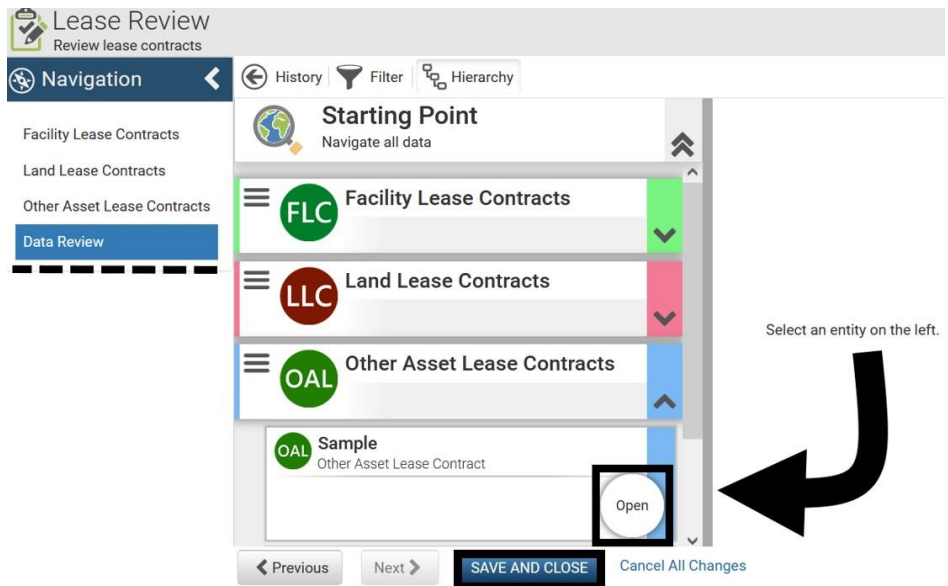
➔ Review your changes. Select "Previous" to return to an earlier screen and make corrections.

2. Select: Save and Close.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

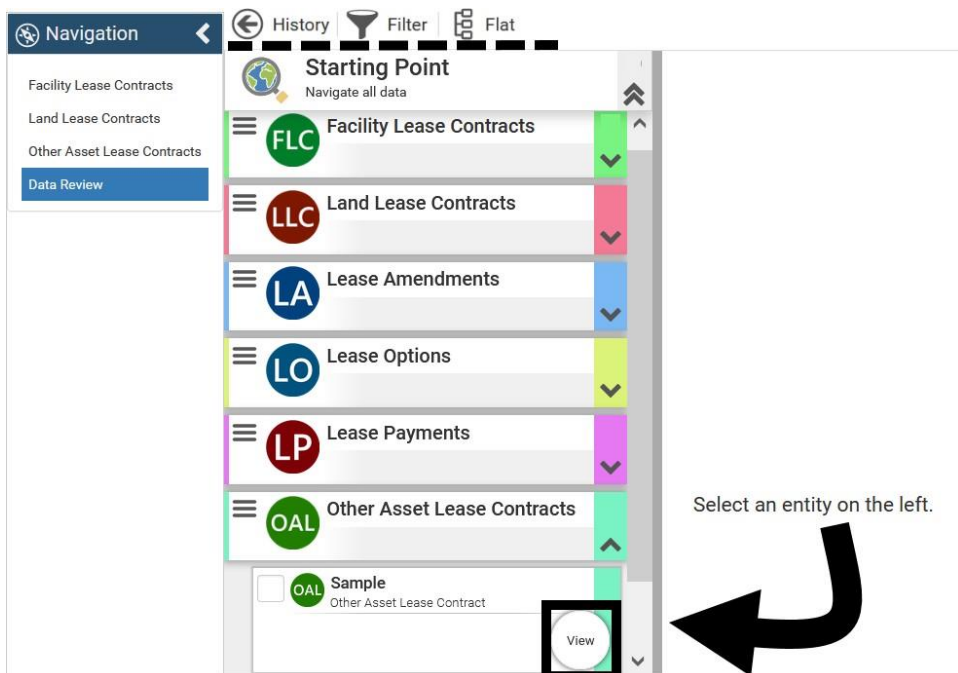
➔ FPMT will save all changes and close the business process wizard.

- ✓ Cancel all changes = cancel all changes and close the business process wizard.



➔ FPMT uses standard navigation tools to drill-up/drill-down to review information.

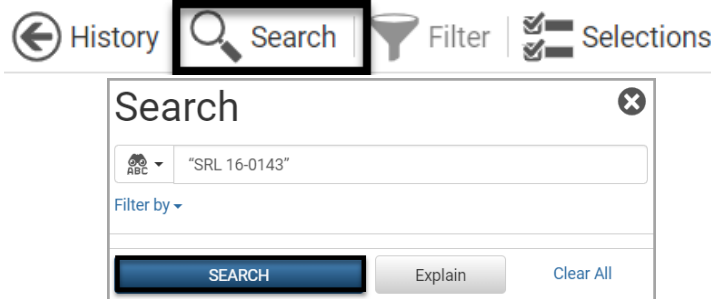
- ✓ Use the navigation options to go back (history) or narrow results (filter) or expand/flatten the hierarchy (flat/hierarchy) to review information.



Attach Copy of Amendment Document

Navigate to the new lease amendment tile to attach a copy of the document.

1. **Select:** Search.
2. **Input:** Lease number in quotation marks
→ e.g., "SRL 16-0143"
3. **Select:** Search.



History Search Filter Selections

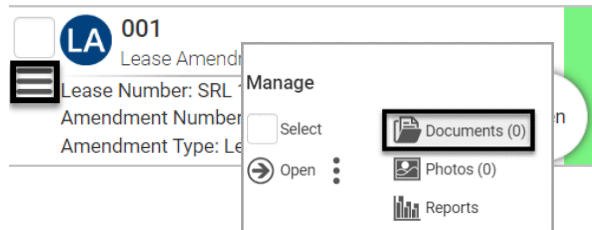
Search

ABC "SRL 16-0143"

Filter by

SEARCH Explain Clear All

4. **Select:** Menu.
5. **Select:** Documents.



LA 001 Lease Amendment

Lease Number: SRL
Amendment Number
Amendment Type: Le

Manage

Select

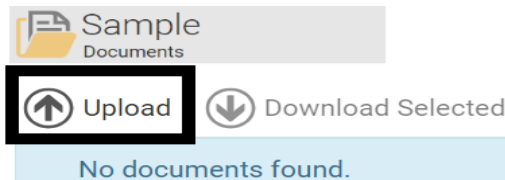
Documents (0)

Photos (0)

Reports

Open

6. **Select:** Upload.

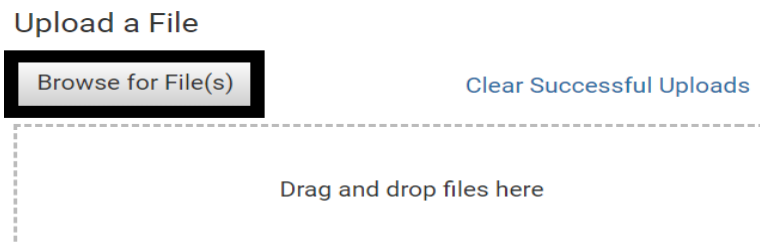


Sample Documents

Upload Download Selected

No documents found.

7. **Select:** Browse for files.
→ You can also drag and drop files.

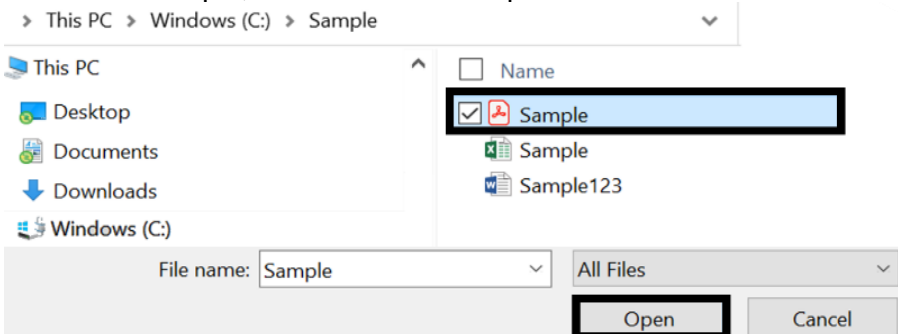


Upload a File

Browse for File(s) Clear Successful Uploads

Drag and drop files here

→ In this example, we select a file to upload.



This PC > Windows (C:) > Sample

This PC

Desktop

Documents

Downloads

Windows (C:)

File name: Sample All Files

Open Cancel

8. **Select:** Close.



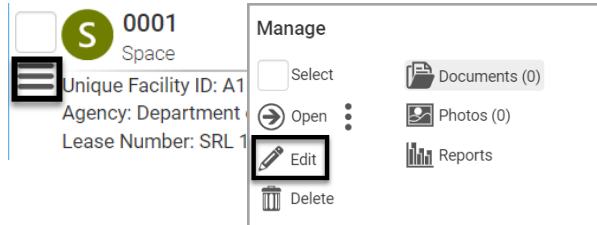
Sample.pdf

CLOSE

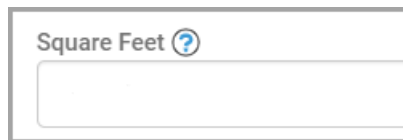
Update Space Table – Square Footage Increasing

If the square footage is increasing, the last step in the process is to update the square feet in the associated Space table. When you searched by the lease contract number in the previous step, the Space table was returned as one of the tables in your tile list.

1. **Select:** Menu.
2. **Select:** Edit.



3. **Edit:** Square Feet.
4. **Select:** Save And Close.



The screenshot shows a form with the label 'Square Feet' and a question mark icon. Below the label is an empty text input field.



The screenshot shows two buttons: a blue 'SAVE AND CLOSE' button and a grey 'Cancel' button.

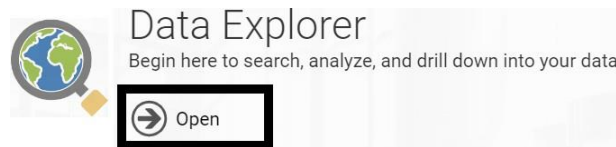
Enter Receivable Lease Amendment

Does the amendment involve a change in square footage? If no, skip to the [Receivable Review](#) wizard section on the next page. If yes, is the square footage increasing or decreasing? If the square footage is increasing, skip to the [Receivable Review](#) wizard section on the next page. If the square footage is decreasing, first complete the Space table update below.

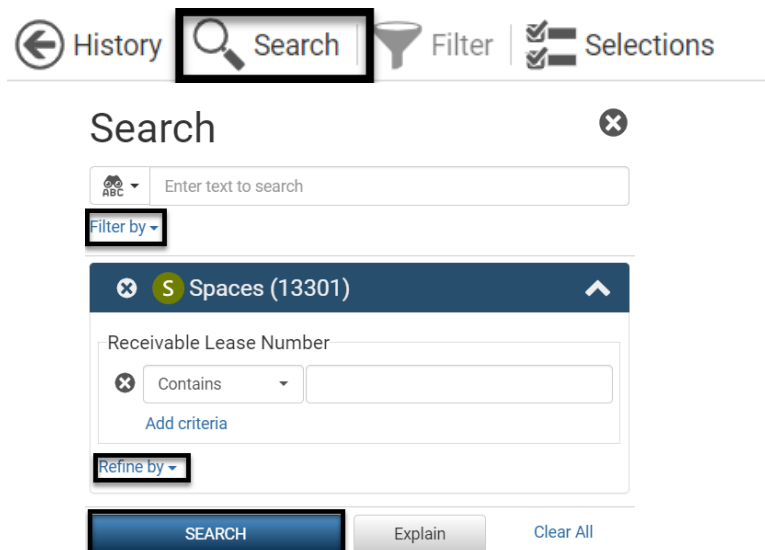
Update Space Table – Square Footage Decreasing

If the square footage is decreasing, manually update the Space table (must have facilities role). If the square footage is increasing, skip down to the Launch Receivable Review Wizard.

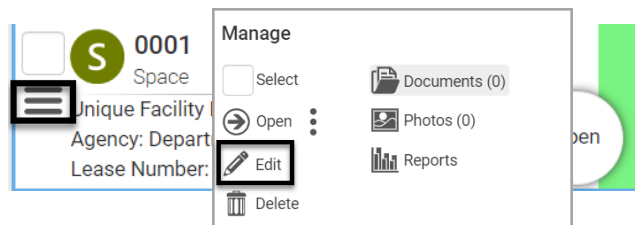
1. Select: Open.



1. Select: Search.
2. Select: Filter by.
3. Select: Spaces.
4. Select: Refine by.
5. Select: Receivable Lease Number
6. Input: Receivable Lease Number
7. Select: Search.



8. Select: Menu.
9. Select: Edit.



10. Edit: Square Feet.
11. Select: Save And Close.

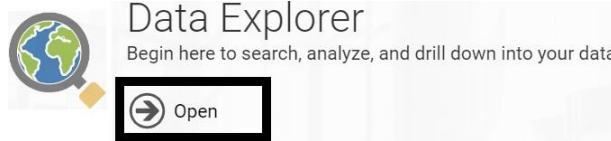
Square Feet ?

SAVE AND CLOSE Cancel

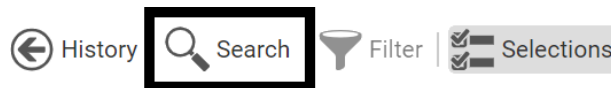
Launch Receivable Review Wizard

The Lease Review wizard is accessed from the agency menu (must have accounting role).

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

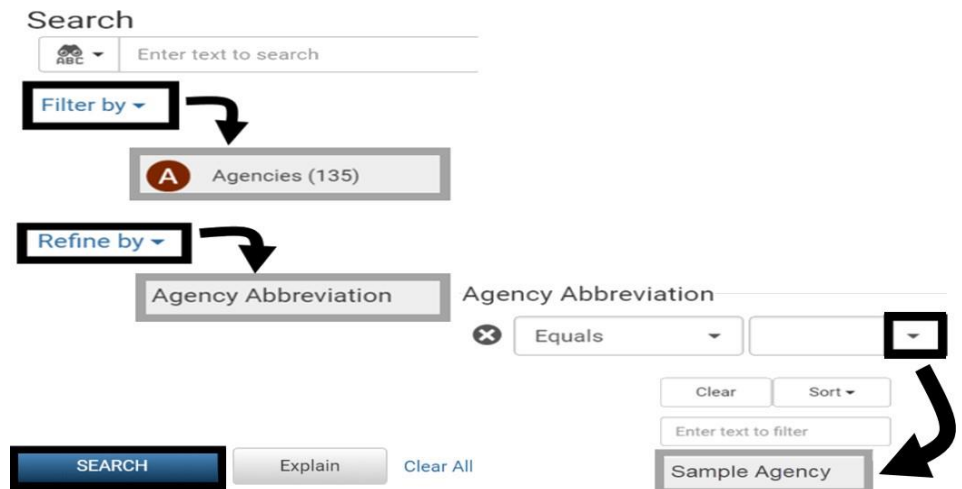
4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.

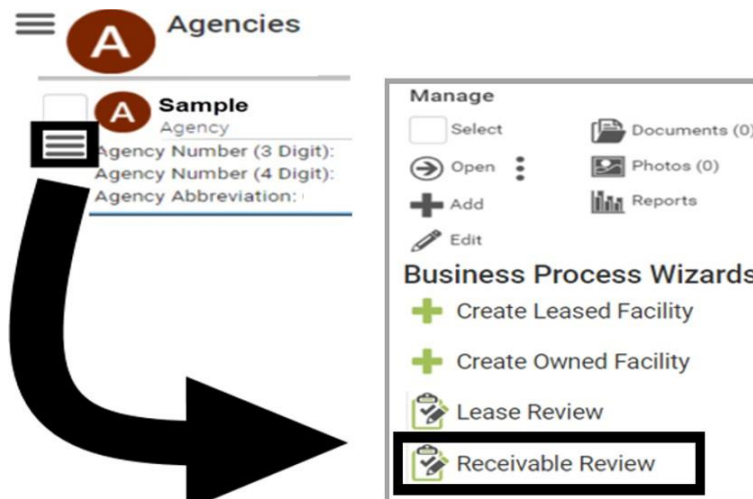
→ Select your agency from the list.

7. Select: Search.



8. Select: Menu.

9. Select: Receivable review.

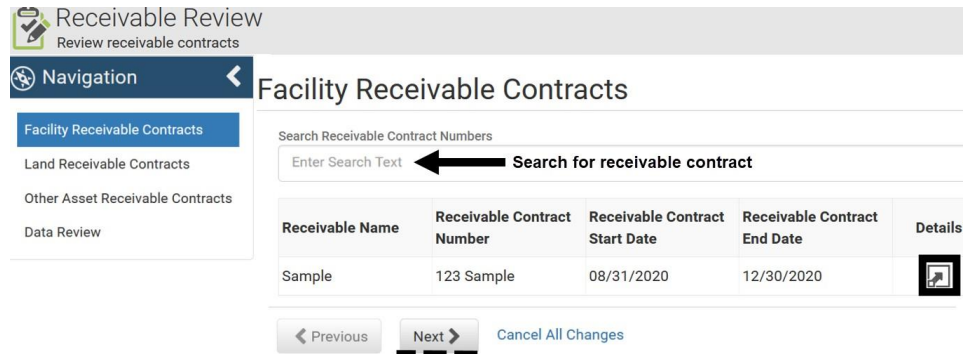


Update Receivable Contract

FPMT will display a list of active receivable contracts for the agency. Refer to the [required updates by type of amendment summary](#) for details on specific updates to make within the wizard.

1. Select: Details.

→ Use the search option to find a receivable contract in the list.




Receivable Review
Review receivable contracts

Navigation

- Facility Receivable Contracts**
- Land Receivable Contracts
- Other Asset Receivable Contracts
- Data Review

Facility Receivable Contracts

Search Receivable Contract Numbers
Enter Search Text **Search for receivable contract**

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	

[< Previous](#) [Next >](#) [Cancel All Changes](#)

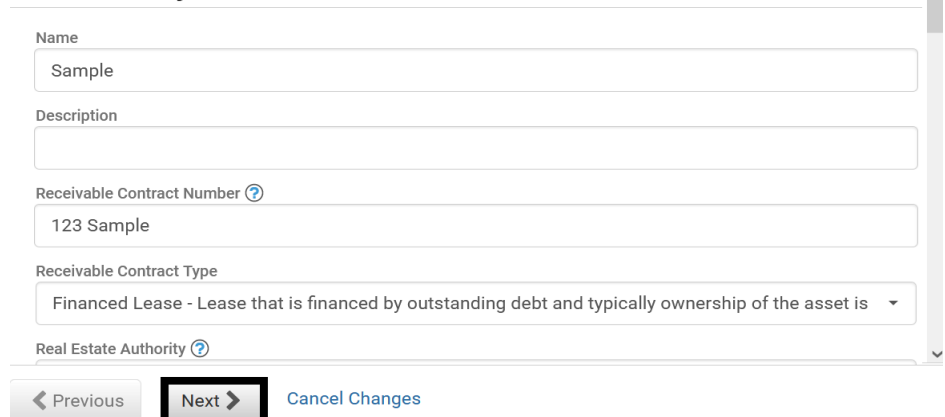
2. Review/Edit: Facility receivable contract details.

→ Use the scroll bar to review/edit additional data.

3. Select: Next.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Facility Receivable Contract Details



Name
Sample

Description

Receivable Contract Number ?
123 Sample

Receivable Contract Type
Financed Lease - Lease that is financed by outstanding debt and typically ownership of the asset is

Real Estate Authority ?

[< Previous](#) **[Next >](#)** [Cancel Changes](#)

Update Existing Receivable Payments



FPMT will display a list of active receivable payments for the receivable lease contract. If the amendment type requires an update to an existing payment, select the Details icon.

1. Select: Details.

Facility Receivable Contracts

- Facility Receivable Contract
- Facility Receivable Payments**
- Facility Receivable Options
- Facility Receivable Amendments
- Land Receivable Contracts
- Other Asset Receivable Contracts
- Data Review

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Payment](#)

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

2. Review/Edit: Receivable payment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Payment Details

Name

Description

Payment Series Number

Payment Frequency

Payment Type

SAVE CHANGES

[Cancel Changes](#)



4. Select: Next.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Receivable Contracts

- Facility Receivable Contract
- Facility Receivable Payments**
- Facility Receivable Options
- Facility Receivable Amendments
- Land Receivable Contracts
- Other Asset Receivable Contracts
- Data Review

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Payment](#)

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

Add New Receivable Payment(s)

If the amendment type involves a change in rent, you will also need to add a new payment series.

- 1. Select:** Add new receivable payment.

Facility Receivable Contracts
Facility Receivable Contract
Facility Receivable Payments
Facility Receivable Options
Facility Receivable Amendments
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

Add New Receivable Payment

Previous
Next
Cancel Changes

- 2. Input:** Name.

→ Use payment type - payment series number (payment type dash payment series number).
→ Description is optional.

Name

Description

- 3. Input:** Payment series number.

→ Use sequential numbers for payment series (1, 2, 3, etc.).

- 4. Select:** Payment frequency.

- 5. Select:** Payment type.

- 6. Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

- 7. Input:** Index rate.

→ Use the index or rate in effect at lease commencement.

Index Rate ?

- 8. Input:** Payment start date.

- 9. Input:** Payment end date.

→ Comments are optional.

Payment Start Date

Payment End Date

Comment

- 10. Select:** Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

Cancel Changes


Update Existing Receivable Lease Options

If the amendment involves a change to an existing option, follow the steps below.

1. Select: Details.

Facility Receivable Contracts
Facility Receivable Contract
Facility Receivable Payments
Facility Receivable Options
Facility Receivable Amendments
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

Add New Receivable Option

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

2. Review/Edit: Receivable option details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Option Details

Name

Description

Option Number

Option Type



[SAVE CHANGES](#)
[Cancel Changes](#)

4. Select: Next.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Receivable Contracts
Facility Receivable Contract
Facility Receivable Payments
Facility Receivable Options
Facility Receivable Amendments
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

Add New Receivable Option

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

Add New Receivable Lease Option

If the amendment involves adding a new option, follow the steps below.

- 1. Select:** Add new receivable option.

Facility Receivable Contracts

Facility Receivable Contract

Facility Receivable Payments

Facility Receivable Options


Facility Receivable Amendments

Land Receivable Contracts

Other Asset Receivable Contracts

Data Review

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		
Add New Receivable Option			

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

- 2. Input:** Name.

→ Use option type - option number (option type dash option number).
→ Description is optional.

Name

Description

- 3. Input:** Option number.

→ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).

- 4. Select:** Option type.

- 5. Input:** Option description.

→ Option date is optional.

Option Number

Option Type

Option Description

Option Date

- 6. Select:** Reasonably certain option will be exercised.

→ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

→ Comments are optional.

Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

- 7. Select:** Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

[Cancel Changes](#)

Add Receivable Lease Amendment

All amendment types require an amendment table.

- Select:** Add new receivable amendment.

Facility Receivable Contracts
Facility Receivable Contract
Facility Receivable Payments
Facility Receivable Options
Facility Receivable Amendments
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		
Add New Receivable Amendment			

Previous
Next
SAVE CHANGES
Cancel Changes

- Input:** Name.

→ Use the amendment type and amendment number for the name. (e.g., Lease Extension – 1)
→ Description is optional.

Name

Description

- Input:** Amendment number.

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

- Select:** Amendment type.

Amendment Number

Amendment Type

- Input:** Amendment description.

→ Provide brief description of what has changed in the lease.

Amendment Description

- Input:** Amendment effective date.

- Input:** Amendment execution date.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

- Select:** Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

Cancel Changes

Data Review and Exit Business Process Wizard

FPMT will display receivable contracts for facilities, land and other assets, as applicable.

- ✓ You can expand each area to display specific receivable contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

1. Select: Open.

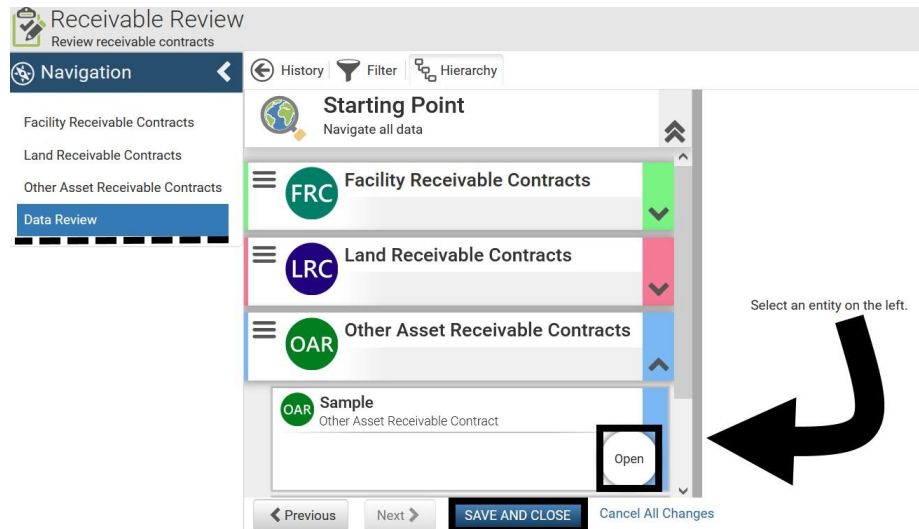
→ Review your changes. Select "Previous" to return to an earlier screen to make corrections.

2. Select: Save and Close.

→ FPMT will display an error message if there are data validation issues that you need to correct.

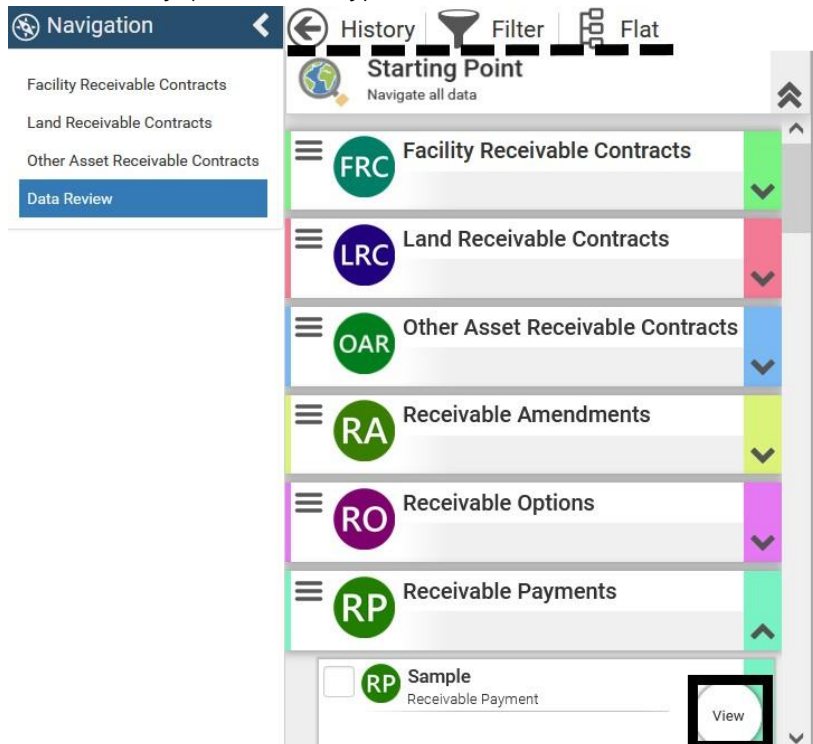
→ FPMT will save all changes and close the business process wizard.

- ✓ Cancel all changes = cancel all changes and close the business process wizard.



→ FPMT uses standard navigation tools to drill-up/drill-down to review information.

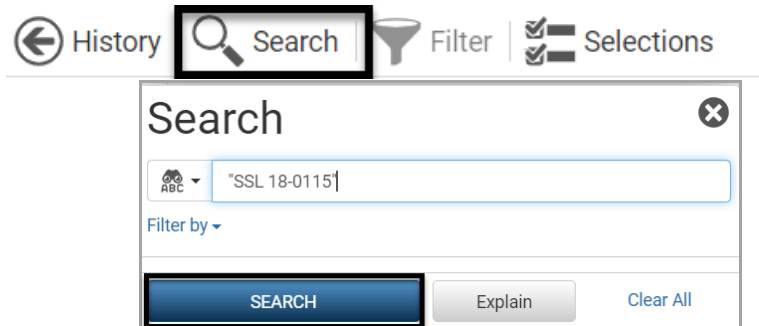
- ✓ Use the navigation options to go back (history) or narrow results (filter) or expand/flatten the hierarchy (flat/hierarchy) to review information.



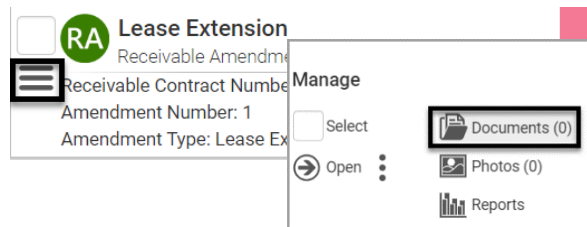
Attach Copy of Amendment Document

Navigate to the new receivable amendment to attach a copy of the document.

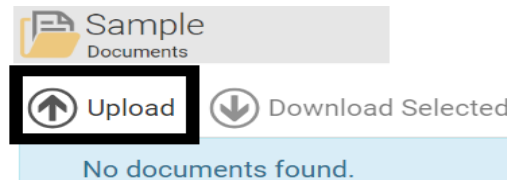
1. **Select:** Search.
2. **Input:** Receivable lease number in quotation marks
→ e.g., "SSL 18-0115"
3. **Select:** Search.



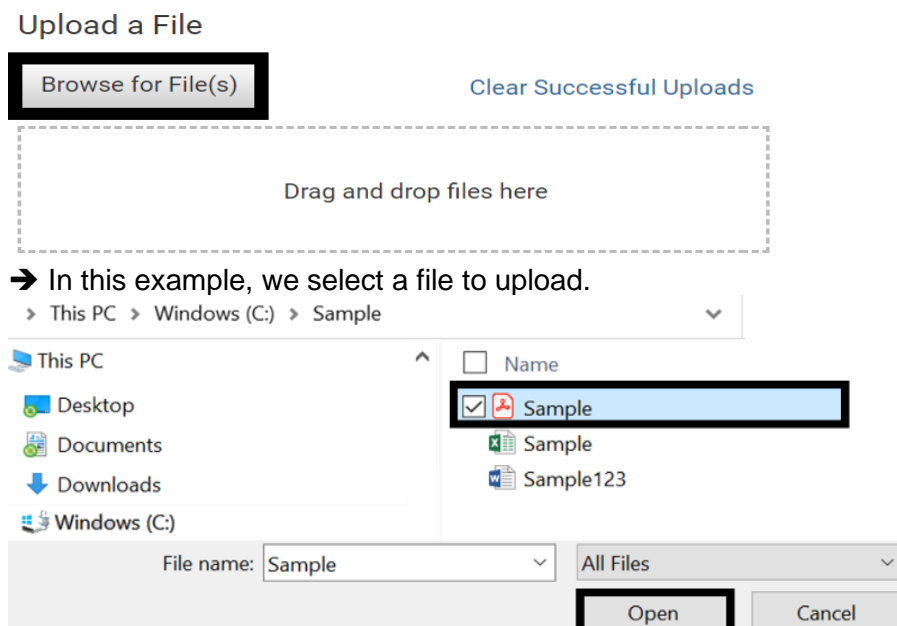
4. **Select:** Menu.
5. **Select:** Documents.



6. **Select:** Upload.



7. **Select:** Browse for files.
→ You can also drag and drop files.



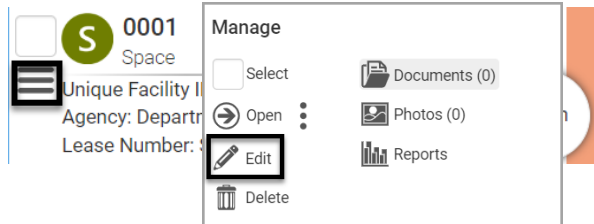
8. **Select:** Close.



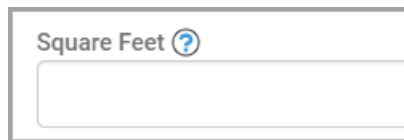
Update Space Table – Square Footage Increasing

If the square footage is increasing, the last step in the process is to update the square feet in the associated Space table. When you searched by the receivable lease contract number in the previous step, the Space table was returned as one of the tables in your tile list.

1. **Select:** Menu.
2. **Select:** Edit.



3. **Edit:** Square Feet.
4. **Select:** Save And Close.



The screenshot shows a text input field labeled 'Square Feet' with a help icon (question mark) to its right. The field is currently empty.



The screenshot shows two buttons: a blue 'SAVE AND CLOSE' button and a grey 'Cancel' button.